

Final Exit Interview Scheduling

Dear [Employee's Name],

We hope this message finds you well. As you approach your last working day with us, we would like to schedule your Final Exit Interview. This is an opportunity for us to gather your feedback and insights during your time here.

Please let us know your availability for the following dates and times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

If none of these options work for you, feel free to suggest alternative times.

Thank you for your contributions to [Company Name]. We look forward to hearing your thoughts.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]